

Fall 8-15-2004

ENG 1001G-007: Composition and Language

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Recommended Citation

Smith, Leann, "ENG 1001G-007: Composition and Language" (2004). *Fall 2004*. 10.
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ENGLISH 1001G-007: COMPOSITION AND LANGUAGE

FALL 2004

TUES/THURS 8:00-9:30

COLEMAN HALL 3120 (LAB) and 3130 (CLASSROOM)

1001G-007

INSTRUCTOR: LEANN SMITH

OFFICE: CH 3762

OFFICE HOURS: Tuesday and Thursday 10:50 am—12:30 pm; 1:45-2:15pm and by appointment

MAILROOM CH 3155

OFFICE PHONE: 581-6319

E-MAIL ADDRESS: cfls@eiu.edu

WWW ADDRESS: <http://www.ux1.eiu.edu/~cfls>

COURSE DESCRIPTION: 1001G is a course in reading and writing of expressive, expository, and persuasive texts. Attention is given to effective expression, clear structure, adequate development, and documentation of sources. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department.

GUIDELINES: Students who have an ACT score in English of 14 or below, or who have no test scores on file with the university, must pass English 1000: Fundamentals of English before enrolling in English 1001G. If you are not sure of your status, consult with the Director of Composition.

OBJECTIVES: This course instructs students in:

- writing expressive, expository, and persuasive papers in which paragraphs, sentences, and words develop a central idea.
- writing papers that reflect a clear command of the recursive writing processes.
- writing focused, adequately developed paragraphs and sentences in standard written English that are direct, economical, free of ambiguity, structurally appropriate for the ideas expressed and suitable to the purpose of the text.
- developing the ability to evaluate and criticize their own and their peers' writing.
- developing the ability to understand and evaluate culturally diverse course materials that reflect historically, socially, and culturally relevant issues

REQUIRED TEXTS AND MATERIALS: Must be obtained before next class session.

Kennedy et.al. The Bedford Guide for College Writers 6th Ed.

Kennedy et al, The Bedford Reader 8th Ed.

Fulwiler and Hayakawa, The Blair Handbook 4th Ed.

Crump and Carbone, Writing Online 2000 Ed.

A standard college-level dictionary

A notebook/folder for class notes and ongoing papers/drafts/peer reviews, etc

A separate notebook/folder for use as a writing journal

A separate pocket folder for use as a final writing portfolio

***Although not a requirement, it is STRONGLY suggested that you purchase a shelf drive/thumb drive to move documents between the ETIC and your personal computer.**

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections that may be assigned from the texts, to participate actively in classroom discussion and peer editing exercises, to refer individually to the handbook when necessary, to complete all classroom exercises and essays, and to attend all conferences when scheduled. You are also expected to keep track of all of your work—drafts, peer reviews, instructor comments, etc. Do not throw away anything!! You will submit to me a final writing portfolio that should include the final copies of the essays as well as all accompanying materials.

SPECIFIC REQUIREMENTS INCLUDE:

Essays:

You will be required to write and revise **four 3-5 page double-spaced, typewritten, evaluated but non-scored essays** out-of-class. With each essay, all accompanying materials (including but not limited to planning exercises, previous drafts, peer/group reviews, self-assessments and instructor comments) should be included. Additional guidelines for preparing these essays will be given throughout the semester. Additionally, you will be working on these drafts in class with peer groups gaining suggestions for revision. A draft of each paper is due at the beginning of class on the designated date (see course outline). After extensive work, you will present a draft of each essay to me in conference for which you will receive feedback and possible suggestions for further revision (again, see course outline for conference dates). Essays and their materials will be compiled into a final portfolio that will be submitted to me at the end of the semester.

Quizzes: Throughout the semester, I will announce quizzes. These are to be taken on the day they are assigned. If you are to be absent on the day a quiz is to be given, I will allow you to take it ahead of time. Pop quizzes may be given when necessary. **In no case can a quiz be taken after it has been given in class.**

Conferences:

Throughout the semester, I will schedule conferences to discuss the progress of your draft. Check the outline for location. Also note, there are no scheduled classes for a portion of this time. You **must** sign up and attend these conferences

After peer editing your first draft, make revisions. At the scheduled time, submit your revision to me via the section folder. Shortly thereafter, I will meet with you in conference to go over your work. Please bring with you the following in order to receive your points:

To earn the total possible conference points at each meeting, you **MUST** do the following:

1. Have produced a draft that exemplifies substantial revisions
2. Be able to discuss with me the revisions made thus far and any anticipated changes
3. Take notes on my comments as we discuss and later use these notes in a cover letter to that "finished" essay. (work on this cover letter when you feel as if the essay, in your mind, is complete and "publishable".
4. Have prepared a list of questions and concerns about the draft.

****If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.**

****If you DO attend but DO NOT MEET THE ABOVE CRITERIA, conference points will be deducted.**

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to me "made up". So, it is important that you sign up for a time that best fits your schedule and then make every possible effort to attend.

Writing Journal: As a means of invention, analyzing your audience, assessing your own writing, venting, or any such course/assignment related issues, you will keep a personal writing journal. Most of the time, you will write out of class but there will also be times that I ask you to take it out in class to aid you in your unit activities, so please have it with you at all times. This journal will be very informal and may be collected at any time. I will not grade for content but will grade for "credit" - - either you have thorough materials or you don't. Some items from the journal may later be placed in your final writing portfolio at the end of the semester.

Peer reviews, course readings and other assigned activities: What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep **ALL** of these materials, for they will be evaluated as part of your final writing portfolio.

Final Writing Portfolio: The portfolio will include the finished essays as well as all accompanying materials including but not limited to the above materials. **EACH ESSAY SUBMITTED MUST HAVE A COVER LETTER TO ME** that discusses the essay, its progress, etc. as well as a longer, more substantial **PORTFOLIO ESSAY** that documents your growth as a writer. The portfolio is a final representation of your writing for 1001 and should be compiled and presented as carefully as possible. Additional guidelines for preparing the portfolios will be given later in the semester.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected. I will allow 3 absences for whatever reason. **Each absence thereafter will result in a full letter grade reduction at the end of the course.** Likewise, if you are more than 15 minutes late for class, you will receive an absence. Example: If you have a B average at the end of the course and 4 absences, you then have dropped to a C for the course. If you have a B average at the end of the course and 5 absences, you then have dropped to an NC for the course.

****I know that emergencies and unavoidable circumstances do arise, so please contact me as soon as possible so that we may discuss the nature of the absence.**

MAKE-UPS AND LATE PAPERS: Again, conferences and quizzes may not be made up. Furthermore, in the event that you do not hand in the final portfolio by its due date, the portfolio grade will be lowered one full letter grade.

EVALUATION: You will complete an in-class diagnostic writing that will **NOT** be figured into the overall course grade. In all, you will be required to write and revise 4 essays out-of-class that will be evaluated. Quizzes will also be given at various times throughout the semester when deemed necessary. **Failure to complete all 4 essays and the final portfolio will result in a grade of N/C for the course regardless of point totals!** If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked off, then I'm the one to talk to FIRST! Come see me to discuss your work, your grade, or any issue with me anytime.

A breakdown is as follows:

550 possible points

Conference Draft 1	25	Quiz 1	10	Class participation,	50	Writing Journal	50	Final Portfolio	300
Conference Draft 2	25	Quiz 2	10	conference and class					
Conference Draft 3	25	Quiz 3	10	preparedness, peer reviews,					
Conference Draft 4	25	Quiz 4	10	attitude, and overall					
		Quiz 5	10	effort shown					

The course grade will be determined using the following scale:

100-90%=A

89-80%= B

79-70%= C

69% and Below=N/C

All essays will be assessed analytically according to the following 5 categories:

Focus

Organization

Development

Style, Mechanics, Grammar, Spelling and Documentation

Process (evidence of invention, peer editing, and revision) and Audience Consideration.

ENGLISH DEPARTMENT STATEMENT CONCERNING PLAGIARISM: Any teacher who discovers an act of plagiarism—"The appropriation or imitation of the language, ideas and/or thoughts of another author, and representation of them as one's original work" (Random house Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the assignment and a grade of N/C for the course, and to report the incident to the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

INFORMATION FOR STUDENTS WITH DISABILITIES:

If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services at 581-6583 as soon as possible.

IMPORTANT FOR GRADUATION: In order to meet graduation requirements, all EIU students will be submitting essays for inclusion in a university-required electronic portfolio. ENG 1001 and ENG 1002 are both "writing centered" courses and one essay from either course **MUST** be submitted to this university portfolio. See me or your academic advisor if you have questions.

ADDITIONAL INFORMATION:

- Items should be saved in the ETIC folder so that you and I both can access them via the Internet at any time.
- Save documents with last name, unit number, and draft number so that I can identify you as well as the proper assignment. Example: smith1:1 (last name, unit 1, draft one) -- smith1:2 (last name, unit 1, draft 2) -- smith 2:final (last name, unit 2, final draft) and so on.
- Make sure that you save your work often (use RTF) and in more than one place to prevent loss of material.

Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.

SMITH		Course Schedule			
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
L	AUG 23	24 Introductions and Course Review	25	26 Diagnostic Writing Begin Unit 1	27
C	30	31 Continue Unit 1 Have Reading and Terms Done Film Sign up for conferences	SEPT 1	2 Peer Evaluations Unit 1 Bring extra copy of draft to class	3
L	Labor Day 6	7 No Class: SUBMIT UNIT 1 REVISIONS TO SECTION FOLDER by 9 am.	8 conferences	9 No Class: Conferences Unit 1 (Check Location)	10 conferences
C	13 conferences	14 Begin Unit 2 QUIZ 1: Grammar Quiz	15	16 Continue Unit 2	17
L	20	21 Continue Unit 2 Have Reading and Terms Done QUIZ 2: Reading Quiz Sign up for conferences	22	23 Peer Evaluations Unit 2 Bring extra copy of draft to class	24
C	27 SUBMIT UNIT 2 REVISIONS TO SECTION FOLDER by 9 am.	28 No Class: Conferences Unit 2	29 conferences	30 No Class: Conferences Unit 2	OCT 1 conferences
L	4	5 Begin Unit 3 Bring Both Bedford Texts and Blair to class this unit	6	7 Continue Unit 3 Have the reading and terms done/ QUIZ 3: Reading	8 Fall Break
C	11	12 Hand in latest version of Units 1 & 2 (optional) Continue Unit 3 Sign up for conferences	13	14 Continue Unit 3 QUIZ 4: Concepts	15
L	18	19 Peer Evaluations Unit 3 Bring extra copies to class	20	21 No Class: SUBMIT UNIT 3 REVISIONS TO SECTION FOLDER by 9 am.	22 conferences
C	25 conferences	26 No Class: Conferences Unit 3	27 conferences	28 Begin Unit 4	29
L	NOV 1	2 Continue Unit 4	3	4 Continue Unit 4	5
	8	9 Continue Unit 4 Sign up for conferences	10	11 Peer Evaluations Unit 4 Bring extra copies to class	12
C	15 SUBMIT UNIT 4 REVISIONS TO SECTION FOLDER by 9 am.	16 No Class: Conferences Unit 4	17 conferences	18 No Class: Conferences Unit 4	19 conferences
L	22 Thanksgiving Recess	23	24	25	26
C	29	30 QUIZ 5: Grammar	DEC 1	2 Last Class Day is 100%	3